

CLASSIFY AS APPROPRIATE

RECOMMENDATION FOR SPECIAL ACHIEVEMENT  
OR EXCEPTIONAL ACCOMPLISHMENT AWARDNUMBER (Do not write in  
this space)

STAT

DATE OF SUBMISSION NAME OF PERSON RECOMMENDED (last, first, middle initial) SOCIAL SECURITY NUMBER

7 June 1988

STAT

POSITION TITLE GRADE CAREER SERVICE OFFICE/DIVISION/BRANCH EXTENSION

Senior Communications Op.

FBN7-11

FBIS Nicosia Bureau

TYPE OF AWARD

RECOMMENDED AMOUNT

BASED ON

INCLUSIVE DATES FOR  
WHICH RECOMMENDED

X

SPECIAL  
ACHIEVEMENT

\$ 500.00

TANGIBLE SAVINGS \$

August 1987 -

EXCEPTIONAL  
ACCOMPLISHMENTINTANGIBLE  
BENEFITS

DEGREE

May 1988

EXTENT

## SUPPORTING DOCUMENTATION FOR RECOMMENDED AWARD

Nicosia Bureau's Non-Staff Evaluation and Promotion Panel has nominated bureau Senior teletypist [ ] for a Special Achievement Award in recognition of his valuable contribution to bureau operations during the period from August 1987 to May 1988, during which he continually performed his assigned duties in a superior manner, repeatedly exceeded the requirements of his job, and kept his section running smoothly despite unusual difficulties.

STAT

[ ] showed notable skill in putting new Bach communications software into operation with the assistance of the staff engineer in December 1987 during the prolonged absence of the teletype supervisor, who is also the automation system administrator. He also assisted the Deputy Chief by analyzing problems in the operation of the software and contributing to a report to headquarters on these issues. Later he was able to use this experience to help the teletypists adapt to yet another version of Bach software and at the same time convert to the new FBIS message format, which required changing long-established habits. In all this, [ ] has shown that he is getting a solid grasp of the details of our current interim automated system and will be a great asset to us as the bureau moves into full AFS automation later. He is learning to look at automation issues from the different perspectives of the system administrator, the teletypist/user, and the editor/manager.

STAT

He has repeatedly shown that he can fill in ably for the section supervisor during prolonged absences and keep the section of 5-6 teletypists running smoothly. On one of these occasions he compiled a list of problems in the lateral service consumer addresses for another report to Headquarters. On another occasion, he kept the section functioning smoothly despite very tight staffing required by the unexpected emergency leave of another operator.

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[ ] was the only teletypist to volunteer when someone was needed for a TDY to Tel Aviv bureau in August and subsequently agreed to extend the TDY for a second month.

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☒ ADDITIONAL SHEET(S) ATTACHED

STAT

## APPROVAL AND CONCURRENCE

RECOMMENDING OFFICIAL

DATE

Bureau Chief, Nicosia Bureau

7 June 1988

STAT

TITLE AND SIGNATURE OF OFFICE CHIEF, OFFICE DIRECTOR OR CAREER SERVICE HEAD

DATE

Acting Chief/Operations Group

15 June 88

STAT

STAT

CONCURRENCE OF DEPUTY DIRECTOR

DATE

Robert W. Manners, Director, FBIS

20 July 88

STAT

CLASSIFY AS APPROPRIATE

UNCLASSIFIED

This showed a willingness to put office needs ahead of his personal convenience that has been characteristic of his attitude toward the job. His work earned a message of thanks from Tel Aviv bureau.

These accomplishments are in addition to [ ] longstanding superior performance as a senior teletypist over recent years. He has the respect of the editors who work on shifts with him, not only as a superior teletypist but as a cooperative, helpful one, who catches their mistakes, who can give a clear briefing to trainee editors, and on whom they can rely.

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For these reasons, the bureau's Non-Staff Evaluation and Promotion Panel has nominated [ ] for a Special Achievement Award with a cash emolument of \$500.00. I concur fully.

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